

**SECRET**

20 SEP  
1965

**MEMORANDUM FOR : Deputy Director for Support**

**SUBJECT : Training Selection Board Screening Procedures**

1. The Training Selection Board (TSB) regularly requests clearances from the Office of Personnel, Security, and the Medical Office on all candidates for the Senior Officer Schools (Senior Defense Schools, Senior Seminar, and the Harvard Management School). The Registrar, Office of Training sends a copy of all requests for external training to the Office of Security for approval of the training facility. In those cases of external training where overseas travel is involved, medical clearances are requested.

2. In the future we shall request personnel, medical, and security clearances on candidates for all TSB courses. This will involve approximately 150 persons a year. When time allows we will submit these names to the Personnel, Security, and Medical Panel. Otherwise, we shall contact directly the three offices concerned for the necessary clearances.

3. The Registrar, OTR will screen other external training requests and will request personnel, security and medical clearances in those exceptional cases where CIA representation would be of major concern. This will be coordinated with the Senior Training Officer of the Directorate involved. In all cases, where the training is outside of the United States, the Registrar will ensure approval by the appropriate DDP Area Division and through them

**SIGNED**

**MATTHEW BAIRD**

**Chairman, Training Selection Board**

R/TR: [REDACTED] / (rewrite) bjs: 20 Sept. '65

**Distribution:**

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1 - Info Spec. R/TR

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